

MADERA COUNTY
COUNTY COUNSEL OFFICE MANAGER

DEFINITION

Under direction, to plan, organize, oversee and coordinate the operations and functions of the County Counsel's Office; to perform a wide variety of responsible, confidential and complex legal secretarial and administrative duties for the County Counsel; to provide information and assistance to staff and the general public; to provide administrative support to attorney and support staff as required; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over secretarial and clerical staff as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification that performs complex and confidential administrative assistant duties in support of the County Counsel. This class is distinguished from that of Legal Secretary in that the position acts as office manager of the County Counsel's office and exercises direct supervision over secretarial and clerical staff. Duties include directing the work of the County Counsel's office and performing confidential legal secretarial and administrative support functions for the County Counsel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, oversees and coordinates the operations and functions of the County Counsel's Office; organizes and coordinates work flow of the office; coordinates scheduling of the office master calendar; serves as legal secretary/legal administrative assistant to County Counsel; performs a wide variety of complex, responsible and confidential legal secretarial and administrative duties for the County Counsel's Office; prepares and files various legal documents; routes documents to other jurisdictions and parties in proceedings; ensures proper service of documents; maintains and updates case files; independently composes and types correspondence; provides a variety of secretarial support for the office including typing, filing, record keeping, answering the phone, receiving office visitors, receiving and routing office mail and scheduling appointments; prepares monthly deposits; sends notices as assigned; assists in the preparation and monitoring of assigned budgets; performs bookkeeping and accounts payable functions; assists with selection, training, and evaluation of assigned personnel; maintains departmental personnel records; works with employees to correct deficiencies; plans, directs, coordinates, and reviews the work of assigned staff; meets with staff to identify and resolve problems; assigns and determines priorities on work activities and projects; coordinates, supervises, monitors, and participates in special projects, assignments, and activities as assigned; analyzes, develops and recommends organizational or procedural changes affecting office and support activities, recommends improvements in work flow, procedures and use of equipment and forms; orders, receives, inventories, stores, and distributes supplies, forms, equipment and

related items; prepares purchase orders; contacts vendors and suppliers as needed; serves as a primary resource and information source regarding assigned office policies, procedures, objectives and operational functions; answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; makes decisions involving independent judgment and requiring specialized knowledge of technical practices and precedents; preparation of statistical reports; may represent County Counsel's Office in meetings with other agencies regarding administrative matters; maintains control files on matters in progress and expedites their completion; maintains specialized information and records for required Department functions; maintains the office law library; oversees the preparation of and writes reports which present and interpret data, identify alternatives, and make and justify recommendations; attends and participates in staff meetings and related activities; operates modern office machines/equipment including, but not limited to, computers, word processors, typewriters, printers, copiers, calculators, fax machines and Dictaphones; routinely uses a full range of word processing and other computer software applications; may serve as temporary replacement to assigned staff as necessary.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operation, functions, services, and activities of the County Counsel's Office.
Pertinent Federal, State and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.
Principles and practices of providing office support and administrative assistance.
Office management principles.
Principles and practices of fiscal, statistical and administrative data collection, record keeping and report preparation.
Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
Modern office practices, methods and machines/equipment.
Comprehensive filing and indexing systems.
Principles and practices of legal and business letter writing.
Principles and techniques used in dealing with the public.
Word processing methods, techniques and programs including database applications.
English usage, spelling, grammar and punctuation.
General mathematical principles.

Skill to:

Operate modern office machines/equipment including, but not limited to computers, word processors, typewriters, printers, copiers, calculators, fax machines, and Dictaphones.
Take and transcribe notes accurately.
Type at a rate of 60 words per minute from clear, legible copy.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Oversee the daily operations of the County Counsel's office and provide administrative support to attorneys and support staff.

Plan, organize, oversee, and coordinate the functions and operations of the office support functions of the County Counsel's office.

Research, compile, and analyze data and information and prepare summaries and reports.

Develop operating procedures to implement programs and policies.

Read, understand, apply and explain technical policies and procedural requirements.

Perform responsible and complex administrative and legal secretarial work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and County personnel regarding policies and procedures of the County Counsel's office.

Work cooperatively with other departments, divisions, County officials and outside agencies.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information.

Perform accurate mathematical computations.

Plan and organize work of the office to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Train, supervise and evaluate work of support staff.

Prepare, maintain and update a variety of records and reports.

Assist in the preparation and monitoring of assigned budgets.

Prepare clear and concise correspondence and reports.

Deal tactfully and courteously with the public and other agencies when representing the functions and policies of the assigned office and administrative support units.

Update and maintain case progress reports and court calendars.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Madera County
County Counsel Office Manager (cont'd)

Experience:

Five years of increasingly responsible legal secretarial experience comparable to a Legal Secretary II with Madera County including some supervisory or office management experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and/or course work in management, business administration, legal office practices and terminology or related field.

Special Requirements:

Essential Duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: November, 2002